Instructions for use of POC template:

The template is designed to allow the gathering of information to be expressed uniformly across the State of Michigan in order for the information to be utilized by a variety of organizations. It is envisioned the POC template will be utilized by the beneficiaries and the families to convey information to other providers and systems of care they might be involved.

This POC template was created using MS Word 2010 and a table format. The "grey" boxes represent the fill in portions of the template. If one utilizes the "Tab" key it will move to the next field (box) for data entry, when the form is "locked".   You may also "click" in any box to begin data entry where appropriate or desired. { It is not necessary to click thru all boxes to get to the point of data entry}.

> **A word of _Caution_:** when the field is initially highlighted, typing will erase previously entered information, (it replaces whatever was there before) so one needs to make sure you are at the end of the line or word where you wish to begin inserting information.

Not all fields must be completed but the more information one has to work with the greater the utility of the template. There are specific sections designed to allow users to input narrative notes (comments) and supplement information gathered in the section. The boxes, while they appear a certain size, are capable of expanding where necessary to allow for information to be communicated effectively.   The intent was to make entered items appear in a different font than the form fonts to allow easy readability.   In those areas where a drop down box exists (e.g. provider type) one needs to use either the mouse or up & down arrows to move to the appropriate choice then press enter.

Reminders of Language Usage: Not all persons utilizing the POC template speak the same language or jargon so be specific about words used to describe situations or needed services.

Items in prefilled tables maybe checked or unchecked by clicking with Mouse or use of keyboard space bar. Users may also highlight or bold text where needed by utilizing standard processes for MS word applications.

The number of pages will change dependent upon how much information is put into the form. I highly recommend saving the original as a template, then when creating a POC save it as a document with a different name that is convenient for you to recall, with a date in some fashion (I use 011414 without other notations) so you can tell the latest version you were working on.   You are free to use other conventions to save the document, as long as you and others in your LHD understand it, and can access it when needed.

It is intended we create a box by box instruction sheet so we are clear about data being gathered, alas that is a work in progress.